

S E C R E T

MEMORANDUM FOR: [REDACTED] o

25X1

SUBJECT : Participation in Support Services Course

1. You are invited to present the topic CIA Records Management Policies to the Support Services Course from 0900 to 1000 hours on Thursday, 4 February 1965. The part of the program in which you will participate will be held in Room LA-13 of the Headquarters Building.

2. Attached for your guidance in preparing for this course are:

- a. A speaker guidance sheet
- b. That portion of the schedule pertinent to your presentation

If you have further questions regarding your presentation please contact the Chief Instructor, [REDACTED].

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MATTHEW BAIRD
Director of Training

Attachment:

1. Speaker guidance sheet
2. Schedule (pertinent portions)

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